

SURE SYSTEM DOCUMENTATION

DATA DICTIONARY

FOR

NONCREDIT OPEN ENROLLMENT DATA

(Effective as of FY 08)

JULY 2008

NEW JERSEY COMMISSION ON HIGHER EDUCATION

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(Effective as of FY 2008)

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N01	01-06	6	Reporting Date (Fiscal Year)
N02	07-12	6	Institution (CEEB Code)
N03	13-21	9	Social Security Number/Student ID
N04	22	1	Sex
N05	23	1	Racial/Ethnic Code
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N11	38	1	Targeted Audience
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DATA ELEMENT (N01) REPORTING DATE (FISCAL YEAR)

DEFINITION: THE FISCAL YEAR IN WHICH STUDENTS ENROLL IN COURSES

LOCATION: 01 - 06

CODING: 6 DIGITS: THE FIRST AND SECOND DIGITS ARE "FY"
THE FOURTH THROUGH SIXTH DIGITS ARE THE FISCAL
YEAR.

FIRST AND SECOND DIGITS

FY

THIRD THROUGH SIXTH DIGITS

2007 = 2007

2008 = 2008

2009 = 2009

ETC.

EXAMPLES OF REPORTING PERIODS

FY2007 = FISCAL YEAR 2007

FY2008 = FISCAL YEAR 2008

FY2009 = FISCAL YEAR 2009

DATA ELEMENT (N02) INSTITUTION (CEEb CODE)

DEFINITION: A NUMBER ASSIGNED TO AN EDUCATION INSTITUTION BY THE COLLEGE
ENTRANCE EXAMINATION BOARD (CEEb).
THE 5TH DIGIT INDICATES PRIMARY DEGREE LEVEL:
2 = ASSOCIATE DEGREE, 4 = BACHELORS.
THE 6TH DIGIT INDICATES CONTROL OR AFFILIATION:
1 = PRIVATE, 2 = PUBLIC.

LOCATION: 07 - 12

CODING: 6 DIGITS

NJ COMMUNITY COLLEGES

202422	=	ATLANTIC CAPE COMMUNITY COLLEGE
203222	=	BERGEN COMMUNITY COLLEGE
218122	=	BROOKDALE COMMUNITY COLLEGE
218022	=	BURLINGTON COUNTY COLLEGE
212122	=	CAMDEN COUNTY COLLEGE
211822	=	CUMBERLAND COUNTY COLLEGE
223722	=	ESSEX COUNTY COLLEGE
228122	=	GLOUCESTER COUNTY COLLEGE
229122	=	HUDSON COUNTY COMMUNITY COLLEGE
244422	=	MERCER COUNTY COMMUNITY COLLEGE
244122	=	MIDDLESEX COUNTY COLLEGE
212422	=	MORRIS, COUNTY COLLEGE OF
263022	=	OCEAN COUNTY COLLEGE
269422	=	PASSAIC COUNTY COMMUNITY COLLEGE
286722	=	RARITAN VALLEY COMMUNITY COLLEGE
286822	=	SALEM COMMUNITY COLLEGE
271122	=	SUSSEX COUNTY COMMUNITY COLLEGE
292122	=	UNION COUNTY COLLEGE
272222	=	WARREN COUNTY COMMUNITY COLLEGE

DATA ELEMENT (N03) SOCIAL SECURITY NUMBER/STUDENT ID

DEFINITION: THE SOCIAL SECURITY NUMBER OR UNIQUE IDENTIFICATION NUMBER
ASSIGNED TO A STUDENT.

LOCATION: 13 - 21

CODING: 9 DIGITS

DATA ELEMENT (N04) SEX

DEFINITION: THE GENDER (MALE OR FEMALE) OF A STUDENT.

LOCATION: 22

CODING: 1 DIGIT

0 = NOT REPORTED BY STUDENT

1 = MALE

2 = FEMALE

DATA ELEMENT (N05) RACIAL/ETHNIC CODE

DEFINITION: CATEGORIZATION OF STUDENTS ACCORDING TO THE RACIAL/ETHNIC CATEGORY TO WHICH THEY BELONG, ARE REGARDED BY THE COMMUNITY AS BELONGING, OR CATEGORIZE THEMSELVES AS BELONGING.

LOCATION: 23

CODING: 1 DIGIT

0 = NOT REPORTED BY STUDENT

1 = AFRICAN-AMERICAN, NON-HISPANIC

2 = AMERICAN INDIAN OR ALASKAN NATIVE

3 = ASIAN OR PACIFIC ISLANDER

4 = HISPANIC, Not Elsewhere Classified

5 = WHITE, NON-HISPANIC

6 = MEXICAN

7 = PUERTO RICAN

8 = CUBAN

9 = CENTRAL OR SOUTH AMERICAN

DATA ELEMENT (N06) BIRTHYEAR

DEFINITION: THE YEAR OF BIRTH AS DESIGNATED ON THE STUDENT'S
REGISTRATION

LEAVE FIELD BLANK IF INFORMATION IS NOT AVAILABLE. (DO NOT
ENTER ZERO)

LOCATION: 24 - 27

CODING: 4 DIGITS

ALL FOUR DIGITS OF YEAR

1989 = 1989

1990 = 1990

1991 = 1991

ETC.

DATA ELEMENT (N07) ZIP CODE OF MAILING ADDRESS

DEFINITION: ZIP CODE AT TIME OF REGISTRATION.

LEAVE THIS FIELD BLANK IF STUDENT INFORMATION IS NOT
AVAILABLE; (DO NOT ENTER ZERO).

LOCATION: 28 - 32

CODING: 5 DIGITS

DATA ELEMENT (N08) STATE OF RESIDENCE

DEFINITION: STATE OF RESIDENCE AT TIME OF REGISTRATION.

LEAVE FIELD BLANK IF INFORMATION IS NOT AVAILABLE (DO NOT
ENTER ZERO)

LOCATION: 33 - 34

CODING: 2 DIGITS: (CODES USED BY FEDERAL INFORMATION PROCESSING
STANDARDS - FIPS)

01 = ALABAMA	34 = NEW JERSEY
02 = ALASKA	35 = NEW MEXICO
04 = ARIZONA	36 = NEW YORK
05 = ARKANSAS	37 = NORTH CAROLINA
06 = CALIFORNIA	38 = NORTH DAKOTA
08 = COLORADO	39 = OHIO
09 = CONNECTICUT	40 = OKLAHOMA
10 = DELAWARE	41 = OREGON
11 = DIST OF COLUMBIA	42 = PENNSYLVANIA
12 = FLORIDA	44 = RHODE ISLAND
13 = GEORGIA	45 = SOUTH CAROLINA
15 = HAWAII	46 = SOUTH DAKOTA
16 = IDAHO	47 = TENNESSEE
17 = ILLINOIS	48 = TEXAS
18 = INDIANA	49 = UTAH
19 = IOWA	50 = VERMONT
20 = KANSAS	51 = VIRGINIA
21 = KENTUCKY	53 = WASHINGTON
22 = LOUISIANA	54 = WEST VIRGINIA
23 = MAINE	55 = WISCONSIN
24 = MARYLAND	56 = WYOMING
25 = MASSACHUSETTS	
26 = MICHIGAN	60 = AMERICAN SAMOA
27 = MINNESOTA	64 = MICRONESIA
28 = MISSISSIPPI	66 = GUAM
29 = MISSOURI	68 = MARSHALL ISLANDS
30 = MONTANA	69 = NORTHERN MARIANA ISLANDS
31 = NEBRASKA	70 = PALAU
32 = NEVADA	72 = PUERTO RICO
33 = NEW HAMPSHIRE	75 = TRUST TERR OF PACIFIC ISLANDS
	78 = VIRGIN ISLANDS
	90 = FOREIGN COUNTRY
	99 = UNKNOWN STATE OF RESIDENCE

DATA ELEMENT (N09) N.J. COUNTY OF RESIDENCE

DEFINITION: COUNTY OF RESIDENCE.AT TIME OF REGISTRATION

LOCATION: 35 - 36

CODING: 2 DIGITS (CODES USED BY FEDERAL INFORMATION PROCESSING
STANDARDS - FIPS - DELETE THE LEADING ZERO)

01 = ATLANTIC COUNTY
03 = BERGEN COUNTY
05 = BURLINGTON COUNTY
07 = CAMDEN COUNTY
09 = CAPE MAY COUNTY
11 = CUMBERLAND COUNTY
13 = ESSEX COUNTY
15 = GLOUCESTER COUNTY
17 = HUDSON COUNTY
19 = HUNTERDON COUNTY
21 = MERCER COUNTY
23 = MIDDLESEX COUNTY
25 = MONMOUTH COUNTY
27 = MORRIS COUNTY
29 = OCEAN COUNTY
31 = PASSAIC COUNTY
33 = SALEM COUNTY
35 = SOMERSET COUNTY
37 = SUSSEX COUNTY
39 = UNION COUNTY
41 = WARREN COUNTY

88 = N.J. RESIDENT, BUT COUNTY UNKNOWN

99 = NOT A N.J. RESIDENT

00 = INFORMATION NOT AVAILABLE
USE THIS CODE ONLY IF "STATE OF RESIDENCE" CODE IS "99".
{ "STATE OF RESIDENCE" IS LABELED AS DATA ELEMENT N08 }

DATA ELEMENT (N10) COURSE CONTENT CATEGORY

DEFINITION: THE CATEGORY OF TRAINING IN WHICH THE COURSE FALLS*

LOCATION: 37

CODING: 1 DIGIT

1 = AVOCATIONAL TRAINING

PERSONAL DEVELOPMENT

2 = CAREER ENHANCEMENT

COURSES WHICH BUILD SKILLS AND/OR CAN LEAD TO CERTIFICATION

*IF THE COURSE IS STATE FUNDABLE, IT SHOULD BE COUNTED AS A CAREER COURSE. FOR OTHER COURSES, CONSIDER THE INTENDED PURPOSE OF THE COURSE, NOT THE INDIVIDUALS WHO ENROLL.

DATA ELEMENT (N11) TARGETED AUDIENCE

DEFINITION: TARGETED AUDIENCE OF THE COURSE*

LOCATION: 38

CODING: 1 DIGIT

1 = YOUTH/CHILDREN

2 = GENERAL ADULT POPULATION

3 = SR. CITIZENS

*THIS DATA ELEMENT DEFINES THE AUDIENCE TO WHOM THE COURSE IS TARGETED -
NOT TYPE OF INDIVIDUAL STUDENT WHO IS ENROLLING.

DATA ELEMENT (N12) CLOCK HOURS

DEFINITION: THE NUMBER OF CLOCK HOURS (ONE CLOCK HOUR = 60 MINUTES) OF THE COURSE FOR WHICH THE STUDENT HAS PAID AND/OR ENROLLED* AS OF THE REPORTING DATE. CLOCK HOURS SHOULD BE REPORTED AS WHOLE NUMBERS IN COLUMNS 44-46, DECIMALS SHOULD BE REPORTED IN COLUMNS 47-48, DECIMAL POINT IS NOT REPORTED*

For example,

00100 = 1 hour
04550 = 45.5 hours
12075 = 120.75 hours

LOCATION: 39 - 43

CODING: 5 DIGITS

*A STUDENT IS CONSIDERED ENROLLED IN A NONCREDIT COURSE IF IN ATTENDANCE AS OF THE SECOND DAY OF THE CLASS (OR IN THE FIRST CLASS IF THERE IS ONLY ONE CLASS). COLLEGES THAT OFFER BUS TRIPS TO MUSEUMS OR PLAYS SHOULD CAPTURE THESE ENROLLMENTS AND IDENTIFY THEM AS AVOCATIONAL COURSES WITH THE NUMBER OF CLOCK HOURS REPORTED THAT REPRESENT THE TIME THAT THE STUDENT ACTUALLY SPENDS DIRECTLY INVOLVED IN THE ACTIVITY.

NOTE: FOR JTPA TYPE NONCREDIT PROGRAMS, IF POSSIBLE, CLOCK HOURS SHOULD BE CALCULATED BASED ON THE LENGTH OF TIME THAT THE STUDENT ATTENDED THE JTPA TYPE TRAINING PROGRAM, NOT THE SCHEDULED CLOCK HOURS OF THE ENTIRE COURSE/TRAINING PROGRAM.